

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
SPECIALIZED CHILDREN AND YOUTH SERVICES BUREAU
TRANSITION AGE YOUTH (TAY) DIVISION

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

INTERMEDIATE CLERK

The Transition Age Youth (TAY) Division is seeking a highly motivated, reliable, and productive individual to join its Central Administration team located at DMH Headquarters. The TAY Division is responsible for developing, implementing and monitoring MHSA programs serving TAY 16-25 years of age.

EXAMPLES OF DUTIES

- Open and Close client charts in the IS,
- Enter claims/units of service in the IS,
- Receives and inputs TAY referrals for authorization into the Full Service Partnership (FSP) Application Database,
- Receives and inputs Community Outreach Services (COS) data into the LAC-DMH Integrated System (IS) for Division staff,
- Assists Division staff with spreadsheets, letters, memos and other documents as requested,
- Screens office phones, and fax inquiries by furnishing the information requested and distributes incoming faxes to the intended receiver
- Arrange for meeting space and preparing meeting and training materials
- Provide Division telephone coverage
- Maintain and organize administration files
- Other duties as needed

DESIRABLE QUALIFICATIONS

- Knowledge of DMH billing procedures
- Experience with the IS
- Able to resolve billing problems
- Able to function well independently and as a team
- Strong knowledge of Microsoft Office software programs: Word, Excel and Outlook
- Strong interpersonal skills
- Strong organizational skills

Interested individuals holding the title of Intermediate Clerk are encouraged to submit a resume, last two performance evaluations and Master Timecard via fax by 5:00pm on **November 5, 2010** to:

Linda Willis
550 South Vermont Avenue, 4th floor
Los Angeles, CA 90020
Telephone: (213) 351-7711
Fax: (213) 487-0764

AN EQUAL OPPORTUNITY EMPLOYER